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VACANCY – Visa Clerk

ANNOUNCEMENT - #049

OPEN TO: All Interested Candidates
POSITION: **Visa Clerk (position number A31022)**
* FSN-6, ** FP-8 (Full Performance Level)
* FSN-5, ** FP-9 (Trainee Level)

OPENING DATE: March 29, 2006
CLOSING DATE: April 12, 2006
WORK HOURS: Full Time 40 hours/week
SALARY: * Ordinarily Resident FSN-6 ¥5,487,739 p.a. (Full Performance Level - Starting salary)
* Ordinarily Resident FSN-5 ¥4,788,899 p.a. (Trainee Level - Starting salary)
(Position Grade: FSN-6)

** Not-Ordinarily Resident FP-8 US\$28,183 p.a. (Full Performance Level - Starting salary)
** Not-Ordinarily Resident FP-9 US\$25,195 p.a. (Trainee Level - Starting salary)
(Position Grade: FP-8 is confirmed by Washington)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

THE U.S. EMBASSY in Tokyo is seeking individual for the position of Visa Clerk in the Visa Communication Unit of the Consular Section.

BASIC FUNCTION OF POSITION: The incumbent creates and maintains Visa Branch subject and case files and enters names in the visa lookout system. The incumbent is also responsible for the smooth function of Visa Communication Unit's computers, server and FAX back system.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- AT FULL PERFORMANCE LEVEL ---

1. Education: Completion of secondary school required.
2. Prior Work Experience: One to three years of progressively responsible experience in work involving the application of complex regulatory materials and experience in dealing with the public in person, on the phone and in writing is essential.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing Japanese and English required.
4. Knowledge: Good working knowledge of applicable laws, regulations, procedures and special Department of State instructions, Including pertinent local laws and practices required.
5. Skills and Abilities: Word processing skills required and at full performance must be able to use Consular systems.

--- AT TRAINEE LEVEL ---

1. Education: Completion of secondary school required.
2. Prior Work Experience: One to three years of progressively responsible experience in work involving the application of complex regulatory materials and experience in dealing with the public in person, on the phone and in writing is essential.
3. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing Japanese and English required.
4. Skills and Abilities: Word processing skills required.

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY: Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants must submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. PLEASE ATTACH CERTIFICATES OF TEST SCORES OR OTHER EVIDENCE TO VERIFY YOUR ENGLISH/JAPANESE LANGUAGE PROFICIENCY.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources Office.

SUBMIT APPLICATION TO:

Human Resources Office
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Karen Inoue
TEL: 03-3224-5852
FAX: 03-3224-5818

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following

criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.

2. EFM: Family Members at least 18 listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and Uniformed Service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: April 12, 2006

The US Mission in Japan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.